

Chintimini Senior & Community Center at Chintimini Park

Chintimini Park Rental Fees & Policies

Updated: May 14, 2014

Chintimini Park Rental Fees <i>(2 hour minimum rental time)</i>	Weekday Rental Rates per Hour <i>(Monday – Thursday, 6 – 10 pm only)</i>		Weekend/Holiday Rental Rates per Hour <i>(Friday, 6 – 10 pm only AND Saturday – Sunday, 8 am – 10 pm)</i>	
	<i>Certified Tax-Exempt Organization*</i>	<i>Private / Commercial</i>	<i>Certified Tax-Exempt Organization*</i>	<i>Private/ Commercial</i>
Area 1: Southwest Lawn (corner of Tyler and 27 th St.) <i>Max. occupancy: Fenced – 800 / Unfenced – 1,717</i> <div> Space alone: \$13.00 \$30.00 \$17.00 \$37.00 Rented with a larger space: 12.00 17.00 15.00 21.00 </div>				
Area 2: North Patio <i>(only available in conjunction w/ MP Room rental)</i> <i>Max. occupancy: Fenced – 133 / Unfenced – 286</i> <div> With Senior Center-supplied & installed Fencing: \$17.00 \$34.00 \$22.00 \$43.00 Without Fencing: 4.00 8.00 5.00 10.00 </div>				
Area 3: Northeast Lawn (behind Senior Center) <i>Max. occupancy: Fenced – 1,000 / Unfenced – 2,143</i>	\$15.00	\$36.00	\$19.00	\$45.00
Area 3b: Area 3 to 5 Connection <i>(only available w/ rental of areas 3 & 5)</i> <i>Max. occupancy: Fenced – 167/ Unfenced -357</i>	\$4.00	\$7.00	\$6.00	\$9.00
Area 4: North Parking Lot <i>Max. occupancy: Fenced – 800 / Unfenced – 1,717</i> <div> Space alone: \$13.00 \$30.00 \$17.00 \$37.00 Rented with a larger space: 12.00 17.00 15.00 21.00 </div>				
Area 5: Northwest Lawn <i>Max. occupancy: Fenced – 533 / Unfenced – 1,143</i> <div> Space alone: \$12.00 \$28.00 \$15.00 \$35.00 Rented with a larger space: 11.00 15.00 \$14.00 19.00 </div>				
Additional Fees for Staffing & Permits			<i>Certified Tax-Exempt Organization*</i>	<i>Private / Commercial</i>
Barbeque Permit Fee <i>(includes use of BBQ ash can, if needed)</i>			\$10.00	\$10.00
Indoor Restroom Access Fee			\$13.50 per hour	\$29.00 per hour
Additional City staff event support (per staff person) : <ul style="list-style-type: none"> If requested by renter if required by City 			\$13.50 per hour \$13.50 per hour	\$27.00 per hour \$15.00 per hour
Overnight Stay Fee [event must be closed during the Park closure time (10 pm – 8 am)]			> of \$100 or 1 hr of fees	> of \$100 or 1 hr of fees
Special Use Permit Application Fees: <ul style="list-style-type: none"> Alcohol (application must be submitted at least 35 days before event) Concessions (events involving an admission fee or the sale of products/services) Sound Site plan review by Park Division staff 			\$12.00 \$120.00 \$5.00 \$50.00 minimum	\$12.00 \$120.00 \$5.00 \$50.00 minimum
Trash & Disposal Fee (minimum fee; additional load fees may be assessed based on actual usage. Fee can be waived at the City's discretion for events with anticipated attendance of less than eight hours duration and with fewer than 50 people).			\$50/load	\$75/load
Utility Access Fee: <ul style="list-style-type: none"> Electricity Water 			\$12 per day \$10 per day	\$26 per day \$21 per day

Rental Policies for Chintimini Park Designated Event Venue Areas

General Information

1. Rental reservation of the areas of Chintimini Park immediately surrounding the Chintimini Senior & Community Center is available May 1 through September 30. Reserved, rental use of the Center's facilities and Chintimini Park is prioritized over drop-in and/or non-Parks & Recreation program use. Rental hours are typically 8 am – 10 pm on weekends, and 6 pm – 10 pm, Monday through Friday.
2. Outdoor events require the completion of a **Chintimini Park Designated Event Space Reservation Request Form** prior to final approval of the reservation. The Center reserves the right to deny permit requests for events that would conflict with existing indoor Center use.
3. In addition to reserved use of the Park, outdoor rental fees include:
 - Cordoning off of reserved area from rest of the Park.
 - Posting of signs to notify park patrons of space reservation.
 - Garbage and recyclable materials collection from garbage and recycling receptacles throughout the event, provided by a City staff person.
 - Availability of City staff person on-site to assist with questions and concerns throughout the rental period.
4. Rental fees must be paid for any event that will:
 - use amplified sound
 - allow the service and/or sale of alcohol
 - charge an admission fee
 - collect money (including donations)
 - allow the sale of goods or service
 - install portable restrooms
 - feature carnival/amusement park rides (non-animal – animals are prohibited in the Park)

Events that do not fall within these guidelines, but that are advertised to the public, may be exempt from paying rental fees, but may still need to apply for a special use permit from the Avery office. Also, since Chintimini Park's outdoor spaces are used first-come, first-served basis unless a rental permit has been issued, the City highly recommends that organizers for public events that do not fall within these parameters consider paying rental fees to ensure that the space they plan to use will be available when needed.

5. Outdoor space must be reserved for a minimum of two hours. Since reservation of this space is publically announced and precludes other park uses, no reduction of fees is allowed for early departure. Exclusive use of the rental spaces cannot be guaranteed after the published rental time has ended; however, if the event continues to use the City's staff and equipment resources (trash and disposal services, indoor restrooms, etc.), late departures will be charged the standard hourly rate for each rental space that is in use past the scheduled end of the reservation until the rental spaces are vacated (use of City resources after the scheduled end of the reservation is dependent upon the discretion and availability of the City staff person on-site and cannot be guaranteed).
6. Fire and emergency vehicle access must be maintained by the renter throughout the event.
7. Events that will use large equipment [such as enclosed booths, tents, inflatable toys (i.e., bouncy houses), or rides] require the submission of a detailed layout diagram, and may require additional permits from the Corvallis Parks Division and/or Corvallis Fire Department. A tentative reservation can be made in this case, but the reservation will not be finalized until the diagrams have been submitted, and any necessary additional permits and/or permissions have been secured.
8. Events larger than 300 people may require additional permits from the Corvallis Fire Department; events with 1,000 or more people may require additional permits from both the Fire Department and the Corvallis Parks Division.
9. An event contact person must be appointed by the renter prior to the first day of the rental. This person will serve as the primary liaison with our staff during your rental time, and must be authorized to make decisions regarding add-on services, equipment rentals, and space rentals that may increase the cost of the event. The event contact person must be present for the entire rental time, unless otherwise arranged in advance with the City.

10. Reservation Cancellation & "No show" Policy:
 - Cancel reservation with at least 30 days notice: down payment will be refunded (minus a \$10 processing fee).
 - Cancel with less than 30 days notice or no-show: full down payment is forfeit.
11. Park equipment may not be moved into a reserved event space, so renters must either bring their own equipment or rent equipment from the Center.
12. You and your guests are welcome to enjoy other areas of the Park on a non-exclusive basis. Other park users must be able to freely access non-reserved Park facilities and amenities.
13. Special security arrangements and event insurance may be required for large or potentially high-risk events.
14. Your final rental fees will be calculated based on the following:
 - Rental time begins at the time specified in your rental permit OR upon your arrival, whichever is earlier.
 - Rental time is monitored by a City staff person: you will be asked to initial a log sheet verifying your use of the reserved event space, and that the space and any equipment provided were clean and undamaged at the start of your rental.
 - Rental time ends at the time specified on your rental permit, or at the time the event space is cleaned and vacated, whichever is later. Once your reserved event space is clean, you have returned all Center-supplied equipment and furniture, and removed all of your own equipment and supplies, notify the City staff person. They will then inspect the rental space, and, if all is in order, log you out of the rental space. You will be asked to initial a log sheet verifying the ending time of your rental. If you are using multiple rental spaces for varying lengths of time, it is your responsibility to notify the City staff person when you have finished using a particular space and would like to have it inspected so you can be logged out of it.
 - You are legally responsible for any damage to the Park or the Center that occurs during your rental due to your actions or the actions of your guests. If the City staff person finds any damage to the facility, Park, equipment and/or furniture during their post-event inspection, they will notify you of the problem and record the damage for the Senior & Community Center Supervisor to review. A Center staff person will contact you to discuss resolution of the issue within 48 hours, and you will be billed for any repair or replacement costs, if necessary.
 - If you leave the reserved event space in a non-rentable condition, you will be assessed additional fees to cover the cost of returning the space to a rentable condition. You will be charged the cost of staff time (at the current standard staff time rate per hour per staff person) to return the space to its pre-rental condition, plus the standard rental fees that will continue to accrue until the space has been restored to rentable condition again.
 - You will be billed for any fees and charges greater than the down payment you paid at the time of your reservation confirmation. Fees are assessed for the full rental time, plus any additional time that the space is used (to the nearest quarter hour).
15. Your final payment of any outstanding rental fees (if any) will be due upon receipt of our invoice. If you prefer to pay before receiving your invoice, you may call to get your final total and pay via credit card. Once you have been invoiced, you will have a minimum of 10 days to pay your bill.
16. The Center reserves the right to bar any renter from future rentals of Chintimini Senior & Community Center and/or Chintimini Park facilities who provides false information when making a reservation, fails to follow City staff instructions, abide by the rental policies, and/or abuses the facility, equipment and/or staff.

Alcohol Use

1. Alcohol may be served and/or consumed within the boundaries of the Chintimini Park rental space until 10 p.m. An approved **Outdoor Alcohol Permit Application** is required in order for alcohol to be served and/or consumed in the Park. Applications for an outdoor alcohol permit must be submitted at least 35 days in advance. The only exception is if the only outdoor area reserved is Area 2 (North Patio); alcohol use in this area is covered under the indoor alcohol permit
2. You bear sole legal liability for the use of alcohol at your event. While the City's staff is on-site during rentals, they are not responsible for supervising or monitoring your event's use of alcohol. If a City staff person happens to observe a problem regarding alcohol consumption at your event, they will attempt to notify you immediately so you can resolve it.
3. All alcohol service and consumption must comply with state, federal and local laws. City employees are required to call the Police if they observe any illegal behavior (such as underage drinking or service to someone who is already intoxicated) occurring on City property.
4. All alcohol service and consumption must be done within your reserved event space. Open containers or cups of alcoholic beverages must remain within your reserved space and cannot be taken inside the Center (unless you also have an approved Indoor Alcohol Use Permit) or outside of your designated event space.

5. Alcohol spills onto the Senior & Community Center building are considered damage to the facility, even if they occur outside of your rental space. You will be held liable for any cleaning and/or repair expenses.

BBQ Grill Use

1. Use of barbeque grills requires an approved **Barbeque Grill Permit Application**. Applications must be submitted in advance and cannot be approved on the day of the event.
2. To reduce the risk of fire on the day of your event, the policies and instructions outlined on the Barbeque Use Permit Application and the Using a Barbeque Grill in Chintimini Park Event Venues handout must be followed, or your grilling permit may be immediately revoked.
3. You are expected to use your barbeque grill in a safe manner for the purpose of food preparation only, and in a manner that complies with the standard operating instructions for your specific equipment. If the City staff person on-site observes the grill being used in an unsafe manner and/or the grill being used to burn non-food items, then the City staff person can revoke this permit immediately. If this permit is revoked, you agree to immediately extinguish any flames and dispose of any ashes in the manner defined in the Barbeque Grill Use handout. Once the permit is revoked, the grill cannot be used for the remainder of your rental time.
4. Cleaning the area where the grill is used and the removal of the barbeque grill and associated equipment is your responsibility. Additional fees for cleaning and equipment disposal and/or storage may be assessed by the City if this requirement is not met.

In the event that the City determines that weather or other environmental conditions make barbeque grill use inadvisable during the time of your rental, the City's sole liability to you is a refund of your application fee for this permit.

Candle Use

Candle use is allowed, as long as the candles are burned in a close-sided container that is taller than the candle and flame combined (i.e., a hurricane glass). No open flames are allowed next to the Center, or under the Center's eaves.

Commercial Activity in the Park

If your event will require a fee be paid for admission, and/or feature the sale of goods or services (including food), an approved **Concession Permit** is required. This permit must be displayed at your event at all times during the event's open hours.

Equipment Rental

Event equipment and furniture can be rented from the Center. Furniture rentals must be requested in advance; other equipment may be available upon request on the day of the event. For pre-reservations, an **Event Equipment Rental Request Form** should be submitted.

Event Fencing & Tent/Canopy Use

1. Areas may be fenced. Fencing must meet the following requirements:
 - If the event has less than 300 people, it must have at least 2 exits located equidistant from each other (for example, one at the front of the space and one at the back of the enclosed area).
 - If event has more than 300, the event layout and diagram must be reviewed by the Corvallis Fire Department prior to approval of the permit.
 - Access to fenced areas can be open or gated. If gated, gates must be unlocked at all time, and must swing outward.
 - Fencing must be at least 18 inches away from any sidewalks.
 - Fences must be weighted down – no staking is allowed due to the risk of punctures to the Park's irrigation lines. If an irrigation line is ruptured due to your event's use of stakes, the turn off and repair fees are \$325 (includes after-hours turn off, plus repair of the irrigation line during regular business hours). This will also result in the loss of outdoor water service for the event.
2. Tents and canopies may be used, with the following requirements:
 - Use of tents that are 200 square feet or more, or canopies that are 400 square feet or more in size require a special permit from the Corvallis Fire Department. Tents and canopies smaller than this do not require a permit from the Fire Department.

- Due to the potential for damage to our underground sprinkler system, tents must be tied down with weights – no staking is allowed. If an irrigation line is ruptured due to use of tent stakes, the turn off and repair fees are \$325 (includes after-hours turn off, plus repair of the irrigation line during regular business hours). This will also result in the loss of outdoor water service for the event.

Sanitation

Human Waste Disposal Options:

There are two options for the disposal of human waste:

- **Senior & Community Center Indoor Toilets:** If renting the park only, access to the Center's restrooms can be obtained through the payment of an hourly facility access fee.
- **Portable Toilets:** Portable toilets can be rented from a number of local companies. If you choose this option, you must provide enough portable toilets and hand washing stations to meet City and County health regulations for the type and size of event you are hosting.

This requirement can be waived at the City's discretion for events with anticipated attendance of less than 50 people that will last eight hours or less.

Trash/Garbage Disposal

1. Renters are responsible for maintaining the overall cleanliness of the areas rented. This includes litter collection and disposal of trash into garbage cans.
2. Trash cans, recycling receptacles, and can liners will be provided by the Senior Center.
3. City staff will check each trash and recycling receptacle on a regular basis throughout the event, to collect and dispose of waste in the Center's dumpster.

The fee for trash/garbage disposal can be waived at the City's discretion for events with anticipated attendance of less than 50 people that will last eight hours or less.

Sound

An approved **Sound Permit** is required if you plan to use any form of amplified sound. This permit must be displayed during the open hours of your event.

Access to Utilities: Electricity

1. Access to electricity is available for an additional fee. Renters are responsible for using only grounded, three-prong power cords that are intended for outdoor use to connect to the Center's outdoor electrical outlets. Suitable cords can be rented from the Center in advance or on an as-available basis on the day of the event. If no suitable cords are available for use, the City staff person cannot allow use of the City's electricity.
2. Access to electricity is available at no charge for events with anticipated attendance of less than 50 people that will last eight hours or less.

Access to Utilities: Water

1. Access to running, potable or non-potable water is available for an additional fee for events. Access for potable water can be provided through a single hose, or through a water tree (use of one water tree is included in the water access fee). Per Benton County Health Department rules, for water to be deemed potable, both ends of the hose must be connected to something (for example, a machine, a water-dispensing unit, etc.).
2. Access to running, non-potable water is available at no charge for events with anticipated attendance of less than 50 people that will last eight hours or less. Water must be used for non-cooking or drinking purposes, and any water outlet for event participants must be clearly marked as being non-potable.
3. If a City staff person observes City-supplied non-potable water being consumed by you or your guests, the City staff person can shut off access to this utility immediately. If any activities in your event require access to running water, you agree to immediately shut down those activities for the remainder of your event.

What to Expect On the Day of Your Event

1. Your reserved event space will be cordoned off from the rest of the park, and clearly marked with your name. Garbage cans and recycling containers will be set up near each of the exits from the space.
2. You will be met by a City staff person at your reserved event space. If they are not waiting for you when you arrive, and they do not arrive within 10 minutes of the start time on your permit, please call City of Corvallis Dispatch at (541) 766-6911, explain the situation, and ask that Parks & Recreation's On-Call Supervisor be contacted.
3. The Event Contact Person must check in with the City staff person before anyone enters the rental space. The City staff person will give you your **Welcome Packet**, outlining our understanding of the rental time, equipment, and services you have contracted for. Review this sheet carefully; if the details do not match your expectations of the rental arrangements, talk with the City staff person who can contact the Senior & Community Center Supervisor to resolve the situation.
4. If you have requested any utilities, the City staff person will assist you with accessing them after checking to make sure you have met the set up and equipment requirements for accessing them.
5. Any rental equipment requested in advance will be provided to you upon your arrival. If you need to rent more equipment, notify the City staff person and they will provide it to you, if it is available. Fees for additional equipment will be added to your final bill.
6. If Center staff was hired to set up formal event fencing or other equipment for your event, your reserved event space should be arranged upon your arrival as agreed upon in your customized Event Plan. Please inspect and approve the arrangements when you arrive. If you have any concerns about the set-up, please let the City staff person know so changes can be made.
7. If you have chosen to set up and clean your reserved event space yourself, the space will be empty except for the garbage cans and recycling containers. The event space must be returned to this state prior to your departure.
8. Once you are logged into your reserved event space and have been given any requested equipment, the City staff person will station themselves outside your event space, so they are easily available to assist you with questions or concerns. The City staff person will be available at their outdoor station the majority of the time, unless they are doing a security walkaround. Please notify them of any concerns that come up during your event. They will also regularly check the trash and recycling containers, and empty them as necessary.